



DEPARTMENT OF WATER RESOURCES
EXAMINATION ANNOUNCEMENT



The Department of Water Resources offers Equal Opportunity for all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

ASSOCIATE BUSINESS MANAGEMENT ANALYST
DEPARTMENTAL PROMOTIONAL – CONTINUOUS FILING

THIS CANCELS AND SUPERSEDES THE DEPARTMENTAL PROMOTIONAL BULLETIN ISSUED AUGUST 18, 2008

CONTINUOUS FILING	Applications will be accepted on a continuous basis. Testing is considered continuous, as new test dates can be set at any time as departmental needs warrant. Each new cut-off (final filing) date will be publicized to ensure that applicants have adequate time to complete and submit an application. Applications (STD 678) must be RECEIVED OR POSTMARKED no later than the cut-off date posted on the "Notice to Announce Cut-Off Date." FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. Applications postmarked after the cut-off date or personally delivered after 5:00 P.M. on the cut-off date will be held for the next administration of the examination.
WHO SHOULD APPLY	Applicants must have a permanent civil service appointment with the Department of Water Resources.
HOW TO APPLY	Examination Applications (Form STD 678) may be mailed or filed in person to: <div><div>MAILING ADDRESS: Department of Water Resources P.O. Box 942836 Sacramento, CA 94236-0001</div><div>FILE IN PERSON: Department of Water Resources 1416 9th Street, Room 320 Sacramento, CA 95814</div></div> DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF WATER RESOURCES' FIELD OFFICES. Applications are available at Department of Water Resources' (DWR) offices, the DWR website: www.water.ca.gov/jobs/currentexams , local office of the Employment Development Department, the State Personnel Board (SPB), and the SPB website: www.spb.ca.gov/jobs .
IDENTIFICATION REQUIRED	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the "Application for Examination". You will be contacted to make specific arrangements.
SALARY RANGE	\$4400 - \$5348
ELIGIBLE LIST INFORMATION	A departmental promotional merged list will be established for the Department of Water Resources. The names of successful competitors will be merged on the eligible list in order of final scores regardless of test date. Eligibility expires 24 months after it is established. Competitors must then re-test to re-establish eligibility.
TESTING PERIOD	The testing period for this classification is 12 months. Once you have taken the examination, you may not reapply for 12 months.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the minimum qualifications for this examination by the cut-off date.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p style="text-align: center;">Either I</p> <p>Six months of experience performing the duties of a Business Service Officer II (Specialist or Supervisor).</p> <p style="text-align: center;">Or II</p> <p>One year of experience performing the duties of (1) a Staff Services Analyst, Range C, or (2) a Business Service Officer I (Specialist or Supervisor). (Persons applying experience toward this pattern must have had a full-time assignment in California state service performing technical business services work.)</p> <p style="text-align: center;">Or III</p> <p>Three years of progressively responsible analytical experience above the Trainee level in business or administrative services, budget, or management systems analysis, one year of which shall have included responsibility for conducting detailed analysis requiring the preparation and submission of findings with recommendations. (Experience in the California state service applied toward this requirement must include one year performing analytical duties of a class comparable in level of responsibility to that of Staff Services Analyst, Range C.)</p> <p>(Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)</p>

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

POSITION DESCRIPTION An Associate Business Management Analyst, under direction, independently performs the more complex technical and analytical work in a business and administrative services function including procurement (contracts and purchasing), facilities planning and acquisition, building management, and special analytical studies. Incumbent may act as lead person for lower level business staff; and perform other related work.

Positions exist in Sacramento with the Department of Water Resources.

EXAMINATION INFORMATION This examination will consist of a **Qualifications Appraisal Interview – Weighted 100.00%**. A structured exercise may be included and scored as part of the interview. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

SCOPE OF EXAMINATION **Qualifications Appraisal Interview – Weighted 100.00%**

In addition to evaluating the competitors’ relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor’s:

A. Knowledge of:

- 1. Business processes and analytical methods.
- 2. Principles of governmental budgeting.
- 3. Principles of public and business administration.
- 4. Principles of organization and management.
- 5. Principles and practices of policy formulation, space acquisition and lease management, contract administration, specification writing, financial record keeping, office layout, purchasing, building and construction project management, and personnel management and supervision.

B. Ability to:

- 1. Analyze situations and problems accurately and take effective course of action.
- 2. Establish and maintain effective working relations with those contacted in the course of the work.
- 3. Speak and write effectively.
- 4. Interpret and apply laws, rules, standards, and procedures.
- 5. Successfully negotiate agreements.
- 6. Estimate future needs and cost of equipment, supplies and services, and prepare budgetary data on such needs.
- 7. Plan and direct the work of others.

VETERANS PREFERENCE **Veterans Preference Credit** is not granted in promotional examinations.

GENERAL INFORMATION

The Department of Water Resources reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

For any examination without a written feature it is the candidate’s responsibility to contact the Selection Services Section of the Department of Water Resources, (916) 653-3921 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Water Resources’ (DWR) offices, the DWR website: www.water.ca.gov/jobs/currentexams.cfm, local office of the Employment Development Department, the State Personnel Board (SPB), and the SPB website: www.spb.ca.gov/jobs.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

If a candidate’s notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

California Relay Telephone Service for the Deaf or hearing impaired: From TDD phones: 1-800-735-2929; From Voice phones: 1-800-735-2922.

For information regarding this examination, please contact Stephanie Mendiola at (916) 651-6930.

DP (Rev. 09/08) **(SM)**